

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division FOR RECORDS MANAGEMENT DIVISION USE 3. Dept., Division, Subdivision & Administering Office Address Application No. **Date Completed** Date Received TRANSIT OPERATIONS DEPARTMENT MAY 2 3 1980 **50-289** JUN 1 8 1980 Bus and Rail Maintenance Divisions 2. Dept. Application No. 2775 East Ponce de Leon Ave. 1. Application Decatur, GA 30309 5. Working Title 6. Telephone Number 4. Person to Contact Kathy Elkins Information Systems Clerk 373-3267 7. Action Requested a. [A Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. ___ Check One: Change; Supercede; Void c. Amend Application No. ... 9. Records Series Title (followed by title used in office; if different) 8 Dates of Series Earliest Latest Maintenance Time Cards and Exception Reports for the Transit Management Information System (TMIS) 1978 Present What is the function of the Division and the Office in which this record series is created? O. Division and Office Function In the most economical and efficient manner, the Division of Bus Maintenance obtains maximum performance from rolling stock; utilizes maintenance facilities and shop equipment; promotes safety; assists in the procurement of new equipment and contracts for services; and assists with inventory control. The Division of Rail Maintenance is charged with the responsibility of providing a safe, clean, and mechanically and electrically reliable rail transit system for the purpose of transporting people to and from their destinations in a professional, efficient, and economic manner. This file contains the following documents (include form numbers and titles, if any): 11. Record Series Description Attach samples of the file. Documents relating to: Collection and maintenace of documents relating to federal Section 15 Reporting and Cost Allocation to Capital Project requirements. Included are: Transit Management Information System (TMIS) Daily Time Card (example attached) 2. Transit Management Information System (TMIS) Exception Time Forms (example attached) File is arranged: By fiscal year, then by month, and thereunder by date. How often are records referred to which are: 12. Monthly Reference Rate One to six months old _______; Seven to twelve months old _______; Thirteen to twenty-four months old ________; twenty-five months and older ____Once_ _ 7 } _ 1 - - _ 1 \ }] 13. Annual Rate of Accumulation of Records __; Legal-size drawers $_{--}10_{---}$; Shelves $_{--}$

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